

THEODORE R. LEWIS  
THOMAS L. WALTERS

MAILING ADDRESS:  
P. O. BOX A  
EASTON, PA 18044-2099

LAW OFFICES  
**LEWIS AND WALTERS**

46 SOUTH FOURTH STREET  
EASTON, PENNSYLVANIA 18042-4532

(610) 253-6148  
FAX (610) 253-5885  
EMAIL – lewiswalters@verizon.net

GEORGE F. COFFIN  
1896-1937

GEORGE F. COFFIN, JR.  
1928-1986

NAZARETH OFFICE:  
BY APPOINTMENT ONLY  
LIBERTY AND CENTER STREETS  
NAZARETH, PA. 18064

August 18, 2023

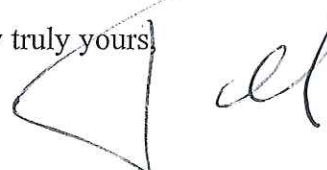
Beth A. Bucko, Township Treasurer  
Hanover Township Municipal Building  
3630 Jacksonville Road  
Bethlehem, PA 18017

**Re: Budget 2024**

Dear Beth:

In response to your letter of August 2, 2023, please be advised that I intend to utilize the hourly rate of \$170.00 for 2024.

Very truly yours,



Theodore R. Lewis, Esquire

TRL/rf

LAW OFFICES  
BROUGHAL & DeVITO, L.L.P.

38 WEST MARKET STREET  
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL  
LEO V. DeVITO, JR.  
JOHN S. HARRISON  
JAMES R. PRESTON\*  
LISA A. PEREIRA\*  
ERIKA A. FARKAS  
ANTHONY GIOVANNINI, JR.

\*ALSO MEMBER NEW JERSEY BAR

TELEPHONE  
(610) 865-3664  
FAX  
(610) 865-0969  
E-MAIL  
lawyers@broughal-devito.com  
WEBSITE  
www.broughal-devito.com

October 10, 2022

VIA EMAIL: [bbucko@hanovertpw-nc.org](mailto:bbucko@hanovertpw-nc.org)

Beth A. Bucko, Township Treasurer  
Hanover Township  
Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017

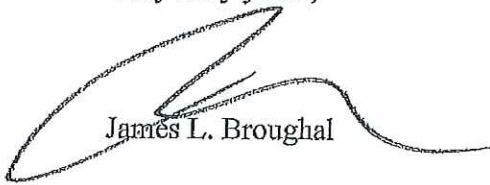
**RE: Broughal & DeVito - Legal Fees for 2023**

Dear Beth:

This letter is to update our previous correspondence to you dated August 29, 2022. Commencing January 1, 2023, Broughal & DeVito's legal fees will increase to \$190/hour.

If you have any questions, please contact me. Thank you.

Very truly yours,



James L. Broughal

JLB/tms

c: John J. Finnigan, Jr., Township Manager (via email)  
Hanover Township, Northampton County

## Beth Bucko

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**From:** Tara Szy <tara@broughal-devito.com>  
**Sent:** Monday, August 7, 2023 8:21 AM  
**To:** Beth Bucko  
**Cc:** Jim Broughal; Jill Weiss  
**Subject:** Budget 2024

Good Morning Beth:

In response to your correspondence dated August 2, 2023, please be advised that Broughal & DeVito's fees will remain the same. Thanks.

Tara

Tara M. Szy, Paralegal  
for James L. Broughal  
38 West Market Street  
Bethlehem, PA 18018  
Phone: (610) 865-3664  
[tara@broughal-Devito.Com](mailto:tara@broughal-Devito.Com)

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**IRS CIRCULAR 230 DISCLOSURE:** As required by U.S. Treasury Regulations governing tax practice, you are advised that any written tax advice contained herein was not intended to be used, and cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code.



# Hanover Engineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944  
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

October 23, 2023

Mr. John J. Finnigan Jr., Manager  
Hanover Township, Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017-9302

RE: 2024 Reappointment and  
Professional Fee Schedule

Dear Mr. Finnigan:

We sincerely thank the Board of Supervisors for the appointment of Hanover Engineering as the Township Engineer and Sewage Enforcement Officer during 2023 and respectfully request the opportunity to be reappointed to these positions in 2024.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2024. The primary factors impacting our budgets are the need to remain competitive with our employee wages to maintain our skilled staff, and the increasing costs of insurances. We also acknowledge and understand the Township has a limited budget to operate with in 2024. We have made every attempt to find areas where we can minimize costs and the need for rate increases. We provide herewith one (1) copy of our Professional Fee Schedule for 2024.

We would propose a monthly retainer rate of \$250.00 for representation at the two (2) regular Board of Supervisors meetings. We would propose to charge individual projects for all attendance at Planning Commission meetings.

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at [cunangst@hanovereng.com](mailto:cunangst@hanovereng.com).

Respectfully,

HANOVER ENGINEERING

Charles H. Unangst, PE, PLS  
President, Chief Executive Officer

chu:sas

T:\Hanover Corporate\Yearly Rates\Reappointment-RateLetters\2024 Reappointment Letters\HanoverTwp\_2023-10-23 (Revised 12-13-2023).doc

Enclosure(s)

cc: Beth A. Bucko, Treasurer (with enclosure)



**HANOVER ENGINEERING ASSOCIATES, INC**  
**2024 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 138.00
Registered	130.00
Graduate Engineer (Nonregistered)	112.00
<u>CERTIFIED PLANNER</u>	129.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	129.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	129.00
<u>TRAFFIC SPECIALIST</u>	129.00
<u>REGISTERED SURVEYOR</u>	121.50
<u>SENIOR PROJECT MANAGER</u>	130.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	114.00
Environmental Technician	100.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	106.00
GIS Technician	90.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	113.00
Design/Calculations/Technician	99.50
Draftsperson 1 (CAD Drafting)	91.00
Draftsperson 3/Technician 3	65.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	125.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	100.00
<u>SURVEY CREW</u>	
One-Person Field Crew	114.00
Two-Person Survey Crew (2 @ \$87.00 each)	174.00
Three-Person Survey Crew (3 @ \$73.00 each)	219.00
One-Person Crew w/Survey Equipment	145.00
3D Scanning w/One-Person Crew	215.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	90.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	100.00
Certified Sewage Enforcement Officer	95.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 500.00
Observe Percolation Test	Lump Sum 425.00
<u>SECRETARIAL / WORD PROCESSOR</u>	50.00

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$215.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$16.00/day, Traffic Counter - \$62.00/day, GPS Locator - \$27.00/day, RTKGPS - \$236.50/day, SUB-RTKGPS - \$59.00/day.
10. Push Camera - \$13.00/hour for Televising; \$18.25/hour for Televising and Locating Services.

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2024 – 01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF THE TOWNSHIP SECRETARY, PUBLIC WORKS DIRECTOR, AND TOWNSHIP TREASURER FOR 2024.**

WHEREAS, the Board of Supervisors on an annual basis establishes the compensation for the Public Works Director, Township Treasurer, and Township Secretary.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Township Secretary/Assistant Treasurer \$61,380.80 (\$2,360.80 bi-weekly) per year, Public Works Director is established at \$98,087.60 (\$3,772.60 bi-weekly) per year, Township Treasurer/Assistant Secretary \$74,298.64 (\$2,857.64 bi-weekly) per year, all payable bi-weekly from the General Fund of the Township. Effective date of salary is January 1, 2024. These positions are salaried for forty hours per week and are Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 2nd day of January 2024.

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2024 – 02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE  
COMPENSATION OF RECREATION DIRECTOR, ASSISTANT RECREATION  
DIRECTOR, AND PRESCHOOL DIRECTOR FOR 2024.**

WHEREAS, the Board of Supervisors on an annual basis establishes the compensation for the Recreation Director, Assistant Recreation Director, and Preschool Director.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$72,275.60 per year (\$2,779.83 bi-weekly), Assistant Recreation Director is established at \$53,690.00 per year (\$2,065.00 bi-weekly) and Preschool Director \$44,991.41 per year (\$1,730.44 bi-weekly) from the Recreation Fund of the Township. Effective date of salary is January 1, 2024. Position is salaried for forty hours per week and is Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

**IN TESTIMONY WHEREOF**, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 2nd day of January 2024.

**HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY, PA**

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**



**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2024 – 03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, DESIGNATING OF DEPOSITORIES FOR THE TOWNSHIP FUNDS FOR 2024.**

WHEREAS, Section 708 of the Second-Class Township Code, P.L. 350, No. 60, as amended, requires the designation of depositories for Township funds on an annual basis; and

WHEREAS, security is not required from those institutions insured by the Federal Deposit Insurance Corporation or the Commonwealth Credit Union Share Insurance Fund or their successor agencies unless the amount of any deposits are more than the insured limits.

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2024:

Embassy Bank for the Lehigh Valley, 100 Gateway Drive, Suite 100, Bethlehem, PA 18017-9423; and

Penn Community Bank, 3969 Durham Road, Doylestown, PA 18902-1326; and

Truist, 2 City Center, 645 Hamilton Street, Suite 1000, Allentown, PA 18101-2188; and

PNC Bank, National Association: The Tower at PNC Plaza. 300 Fifth Avenue, Pittsburgh, PA 15222-2401; and

Any resolution or part of a resolution conflicting with this resolution and the same is hereby repealed insofar as the same affects this resolution.

Also, to authorize the Secretary to forward a letter to this bank advising them that the Board has designated them as a Township depository and request that the banks state their policy pledging assets against municipal deposits.

RESOLVED AND ENACTED this 2nd day of January 2024.

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**



**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2024– 04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, APPOINTING SUPERVISORS AS  
ROADMASTERS FOR 2024.**

WHEREAS, the Township Solicitor has indicated to the Board of Supervisors that pursuant to Section 602(C) of the Second-Class Township Code, that the Board of Supervisors may delegate certain responsibilities as outlined in Section 2302 to Supervisors acting as Roadmasters.

Be it resolved and it is hereby resolved that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania hereby issues a general order of the Board of Supervisors requiring that Supervisors serving as Roadmasters shall be responsible for all such items designated in Section 2302 (1), (2) & (3) of the Second Class Township Code including, but not limited to, the review of all plans and construction with regard to municipal facilities and responsible for the handling of all citizen complaints and responsibility of all other matters that may be delegated to Supervisors pursuant to Second Class Township Code at such times other than official meetings of the Board of Supervisors.

RESOLVED AND ENACTED this 2nd day of January 2024.

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2024 – 05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE  
COMPENSATION FOR THE TAX COLLECTOR FOR 2024.**

WHEREAS, Section 35 of the Local Tax Collection Law (72 PS Section 5511.35) provides that the tax collector in Townships of the Second-Class shall receive as compensation for the collection of Township Taxes, salary, wages, or a commission on all such taxes to be fixed by the taxing authorities levying such taxes not exceeding per centum of the amount collected; and

WHEREAS, for the collection of Township Taxes, the tax collector shall be allowed by the taxing authorities, needful expenditures for printing, postage, books, blanks, and forms; and

WHEREAS, Section 36.1 of the same act further provides that the taxing authorities set the compensation for the office of tax collector.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of one hundred fifty-six dollars and twenty-five cents (\$156.55) for the fiscal year 2024.

RESOLVED that the Township shall make payment or otherwise provide for printing, postage, books, blanks, and forms as required in the duties of this office.

Any Resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 2nd day of January 2024.

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**